



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

Canc: Oct 02

MCBul 3902
C 453
15 Oct 2001

MARINE CORPS BULLETIN 3902

From: Commandant of the Marine Corps
To: Distribution List

Subj: FISCAL YEAR (FY) 2002 MARINE CORPS STUDIES MASTER PLAN
(MCSMP)

Encl: (1) New Study and Analysis Projects Approved for Fiscal Year
(FY) 2002 Execution
(2) Fiscal Year 2002 United States Marine Corps CNA Research
Plan
(3) Statement of Work Format

1. Situation. The Marine Corps Studies System (MCSS) mission is to program, budget and manage the execution of all nonrecurring studies and analyses undertaken to provide a greater understanding of issues and alternatives concerning organizations, concepts, tactics, doctrine, policies, force structure, plans, strategies, procedures, intelligence, weapons systems, programs and resources. This bulletin provides the Marine Corps' analytic priorities for FY 02.

2. Mission. To announce the approved FY 02 MCSMP and to solicit study requirements for FY 03.

3. Execution

a. Commander's Intent: Appendix (1) lists those studies approved for initiation in FY 02 and provides a brief summary of objectives for each study. The order of priority does not specify the sequence of initiation; however, it will be used to allocate resources (personnel and funds) to accomplish the studies.

b. Tasks

(1) Studies & Analysis (S&A) Division, MCCDC: Allocate resources to complete the approved studies. Review FY 03 nominations in detail by both S&A Division, MCCDC and an O-6 level Senior Review Panel before presentation to the Marine Corps Studies Board (MCSB).

(2) Sponsors. Sponsors of approved studies shall assign a Sponsor's Project Officer and draft a Statement of Work (SOW). SOW format is contained in enclosure (3).

(3) Commanding Generals, HQMC department heads, and MCCDC division directors may submit studies and analysis requirements (including those studies, exercise, and field representative support requirements for the Center for Naval Analyses) to be considered for inclusion in the studies program to the Commanding General (C 453), MCCDC, 3300 Russell Road, Quantico, VA 22134-5130.

(4) The Commanders of Marine Corps Forces Pacific, Marine Corps Forces Atlantic, and Marine Forces Reserve will consolidate study and analysis requests from subordinate commands.

4. Command & Signal

a. Study Nomination Form. The Study Nomination Form standardizes S&A nominations and facilitates submission. The Nomination Form is available at the MCSS web site (mcss.quantico.usmc.mil).

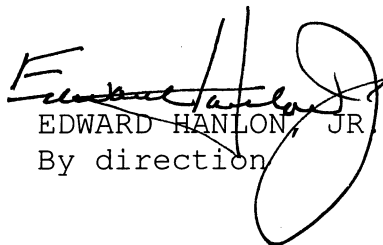
(1) Information contained in the Study Nomination Form must be easily understood and stand alone; it must make sense without reference to other documentation. More detailed guidance may be found at the web site.

(2) Use of abbreviations and acronyms is authorized; however, special attention must be given to technical acronyms and abbreviations. All abbreviations and acronyms must be spelled out the first time they are used.

(3) Each narrative section of the Study Nomination Form should be written in bullet format to reduce the size of the narrative.

b. Submit FY 03 study modifications to the CG MCCDC by **Friday, 31 May 2002** to ensure consideration in FY 03 program. Submissions should be made via the MCSS web page at mcss.quantico.usmc.mil or 138.156.111.12. In the event the web site is unavailable,

submissions may be made via e-mail. This correspondence should be sent to Ms. Sherri Smith at **smithsl@mccdc.usmc.mil** or via fax at commercial (703) 784-3546.


EDWARD HANLON, JR.
By direction

DISTRIBUTION: PCN

Copy to: 7000110 (55)
CNO (N81) (6)
MCCDC (C 453) (10)
CNA (6)
NPGS (Dean of Research) (2)

NEW STUDY AND ANALYSIS PROJECTS APPROVED FOR
FISCAL YEAR (FY) 2002 EXECUTION

FY 02 Studies approved for execution for the Marine Corps Studies System. (Listed in Priority Order)

1. **Title:** Determining the Impact of NDAA PERSTEMPO Legislation
Sponsor: M&RA (Lead), MFL & MFP
Objectives: Assess the affect of this legislation on current deployment schedules and outline alternatives for preparing USMC forces, especially MEU (SOCs), for operations. Outline how emergent requirements can be managed and forces trained and deployed given the lack of DEPTEMPO flexibility.
2. **Title:** Expeditionary Fires Study
Sponsor: DC PP&O (Lead) & MCCDC
Objectives: Based on Marine Corps missions and threat out to 2020, current and proposed doctrine and operational concepts and planned equipment levels and current force structure, determine the fire support capability the MAGTF requires. Include all naval, aviation fire support, ground based indirect fire support. Review target acquisition, command and control, weapon and ammunition systems. Identify gaps and shortfalls with current and proposed systems.
3. **Title:** Impact of Encroachment on Training and Operational Readiness
Sponsor: DC I&L (Lead) and DC PP&O
Objectives: Demonstrate the degree to which the loss of training and operational usage due to encroachment degrades Marine Corps readiness and mission capability. Develop recommendations to mitigate this degradation.
4. **Title:** Utility of a High Speed Vessel (HSV) for Marine Corps Training, Exercise Support, and Operations
Sponsor: CG III MEF (Lead), DC PP&O, and MCCDC
Objectives: Determine the feasibility of commercial HSV use on Marine Corps training and operations.

ENCLOSURE (1)

5. **Title:** Analytic Support to the AAO Process

Sponsor: DC I&L

Objectives: The study will provide Critical Information Requirements to decrease the financial and manpower burden of maintaining equipment in the active duty Marine Corps. This study would determine the feasibility of creating a T/A for unit equipment that may be significantly smaller than our actual wartime T/E. Additionally, this study will validate the current requirements of support to MEFs maintained at the Exercise Equipment Allowance Pool at MCAGTC, Twenty-nine Palms and identify funding that is Service sponsored from HQMC.

6. **Title:** Aviation Logistics Support aboard Maritime Prepositioning Force Future (MPF(F))

Sponsor: DC Aviation (ASL)

Objectives: Analyze a potential concept for providing sea-based aviation logistics support aboard MPF(F).

7. **Title:** NALMEB & Pre-Position Structure

Sponsor: DC PP&O

Objectives: Determine whether the NALMEB and MPF programs are appropriately organized to support operations and contingencies we are likely to face in the future.

8. **Title:** Marine Corps Infrastructure

Sponsor: DC I&L

Objectives: This study is concerned with infrastructure defined as the physical plant aboard Marine Corps installations. Determine the degree to which existing Marine Corps infrastructure meets the operating forces mission requirements during the pre-deployment phase of an operation.

9. **Title:** Alternative Organizations for Ground Combat Study

Sponsor: MARFORLANT

Objectives: This study will assess the performance and characteristics of alternative Marine Corps ground combat organizations on the future battlefield. The matrix of issues to be explored will include: Alternative organizations and structure; Weapons mix and distribution territory: MOUT, in-the-open, jungle, forest climate: Arctic, temperate, tropical, desert threat scenarios, including enemy capabilities logistics support. The approach will be a collaborative one stressing direct observation and

ENCLOSURE (1)

data collection of units in the field coupled with modeling of various ground combat issues. Modeling efforts will be driven by feedback from the division sponsor and should be thought of as an additional tool rather than an end in itself. The goal is to construct a roadmap highlighting risks and tradeoffs with the goal of assisting 2d Marine Division in evaluating the operational risks involved with the various choices associated with alternative organizations.

10. **Title:** Develop a Solution for the Critical Secondary MOS 9656

Sponsor: DC M&RA

Objectives: Currently, officers attend the Naval Postgraduate School for 18 months, receive a Master's Degree (with a concentration in Acquisitions and Contract Management), and pick up a secondary MOS of 9656. From there, they are assigned to a contracting officer billet to do a "payback" tour for three years. At completion of that, they return to their primary MOS. The field of contracting is a very technical field that is continuously evolving to meet today's needs and keep up with the practices in the industry. We make contracting a permanent MOS for our enlisted Marines. Why do we value this field enough to send our officers to the Naval Postgraduate School only to do a 3-year payback tour? Develop a plan of action to address issues.

11. **Title:** Imagery Analysis Support to Precision Targeting

Sponsor: HQMC I

Objectives: To determine operational and intelligence requirements for precision targeting, time critical and time sensitive strike operations in support of Expeditionary Maneuver Warfare (EMW). Requirements should include identification of Key Performance Parameters and Information Exchange Requirements for precision targeting. Study should assess image chain analysis (to include: collections, exploitation, production, quality control, and dissemination of image data and imagery derived products across the MAGTF). Assessment should identify overall throughput activities in support of and affecting the following: collections requirements and operations management, imagery analysis, exploitation, and production for MAGTF precision targeting. Study should determine the impact of the operational environment associated with EMW on operational and intelligence requirements in support of MAGTF precision targeting operations. Assessment of associated imagery analysis and exploitation nodes and architectures (MCIA, Intelligence Battalion, others as required/TBD) will help determine more responsive

ENCLOSURE (1)

capabilities for the EMW environment ranging from organically employed assets/capabilities through those assets capable of providing reachback support.

12. **Title:** USMC Recruiting Strategy Assessment

Sponsor: Marine Corps Recruiting Command

Objectives: The purpose of this research initiative is to support predictors of enlistment. Draw on databases which have been established to contain pertinent information on new information of fiscal and personnel resources. Determine the value of the Marine Experience in relation to the marketability supplied by the Recruiting Efficiency initiative. Identify trends in the composition of the U.S. population that are relevant to Marines after service and integrate it into the USMC recruiting strategy. Conduct focus groups determining those factors that influence American youth to choose a career. Studies will be aimed at gaining a better understanding of those Effort Interface the findings of the analysis of the secondary data and results from the focus groups with current population individual characteristics, population trends, and consumption behaviors that affect the composition descriptors and future population composition estimates to identify locations of groups that could be targeted to join. Develop an ongoing research plan to monitor emerging sociological and demographic patterns relevant to the future USMC recruiting effort.

13. **Title:** Ground Reconnaissance Support to EMW

Sponsor: DC PP&O

Objective: This study will examine how the emerging concept of EMW demands a detailed look at how the ground reconnaissance community can best support the need for timely and accurate intelligence gathering and dissemination.

14. **Title:** Accomplishing Theater and Inter-Theater Logistics

Sponsor: I&L (Lead) and MATCOM

Objectives: A host of expeditionary warfare concepts have emerged since the end of the Cold War under the Joint Vision (JV)2010/2020 umbrella. These concepts exploit the sea as a maneuver highway, freeing forces from dependence on fixed facilities ashore, reducing political and military vulnerability, shrinking the force footprint, and enhancing agility. These requirements also enable a more flexible and scaleable resource for delivering expeditionary

ENCLOSURE (1)

logistics envisioned by the Integrated Logistics Capability. State of the art, high volume, voice and data communications capabilities are perhaps the most critical enabling technologies which support ILC in a sea-based, expeditionary environment. This study will identify the most effective means of providing such communications, across the entire supply chain, from the CONUS-based supporting establishments, to the most forward unit commander.

15. **Title:** Remain Behind Equipment (RBE) Management & Distribution for a Contingency

Sponsor: DC, I&L

Objectives: Determine how well prepared I MEF is to handle the collection, maintenance, and distribution of initial remain behind equipment (IRBE) for SMCR units deploying as part of any contingency/CONPLAN or OPLAN and associated FDP&E process. The ultimate objective is to develop a better understanding of RBE requirements for a specific OPLAN/TPFDD and estimate when sustainment will catch up with SMCR units once deployed.

16. **Title:** Validating the Relationship Between ASVAB Scores and Attrition

Sponsor: DC M&RA, MP Division

Objectives: The objectives of the study are as follows:(1) Determine the validity of the ASVAB as a predictor of attrition. The study should correlate training outcomes, to include recycle rates, academic attrition, remediation rates, and final course grade with the ASVAB subtests, AFQT, and current Marine Corps composites. (2) Develop potential new ASVAB composites and determine whether a new ASVAB composite will improve training outcomes. (3) Determine whether the current screening process can be replaced by the appropriate choice of an ASVAB composite.

17. **Title:** Depot Future

Sponsor: Marine Corps Materiel Command

Objectives: To analyze the future depot maintenance requirement in order to determine the number, size, and skill mix of the organic Marine Corps depot capability in 2020.

18. **Title:** Sustainment Consequences of Acquisition Decisions

Sponsor: MARCORSYSCOM

Objectives: To analyze the relationship between reliability, availability, and maintainability (RAM) estimates, derived during systems development, to the operational availability of the fielded system, and determine the RAM relationship to future materiel readiness.

19. **Title:** Supply Chain Management Performance Improvements

Sponsor: Marine Corps Logistics Bases

Objectives: Analyze work completed by integrated product teams, inject best commercial practices, to include consideration of out-sourcing some or all of the areas under consideration, and determine the most effective and efficient processes and organizational structures. Specific objectives are: (1) Review the methodology, logic, and conclusions of our business case analysis, which strives to answer the question, "Can we achieve performance improvements by consolidating the retail supply activities of the Fleet Support Divisions and the Maintenance Center-Material Control Centers at Albany, GA and Barstow, CA."

20. **Title:** Impact of Consolidating Marine Corps Base and FSSG Supply Chain Distribution Functions

Sponsor: DC I&L

Objectives: Determine the effects of integrating Base and FSSG supply chain distribution processes into a distribution functionality that fully supports wartime requirements, life-cycle maintenance management, and the Integrated Logistics Capability initiatives. Additionally, determine the impacts on CSS readiness and capabilities when selected Traffic Management functions are outsourced.

21. **Title:** Operational Support Airlift (OSA) Warfighting Support Requirements

Sponsor: DC Aviation (APP)

Objectives: Determine optimal mix of short, medium, and long range OSA aircraft required to support Marine Corps war-fighting obligations. Determine optimal OSA organizational structure: (a) Organization name, mission, function, (b) Supervisory chain (e.g., ADCON, OPCON, COCOM, Mishap reporting) (c) Active/reserve manpower mix.

ENCLOSURE (1)

22. **Title:** Antiarmor Systems Mix II
Sponsor: DC PP&O, Expeditionary Policies
Objectives: Given advancing antiarmor missile technology, changing threat, manpower constraints, fiscal constraints, and new doctrinal concepts (i.e. Expeditionary Maneuver Warfare) evaluate the continued relevancy of the HAW, MAW, LAW concept.
23. **Title:** USMC Concept of Link Employment (COLE)
Sponsor: DC Aviation (APC)
Objectives: Document how the USMC will employ and utilize existing and future Tactical Digital Information Links to support Marine Corps Strategy 21.
24. **Title:** Future Base Realignment and Closure (BRAC) Preparations
Sponsor: DC I&L
Objectives: Compare the various current BRAC legislative proposals to each other as well as to previously enacted BRAC legislation; determine how well the Marine Corps is organized to implement any of them. This assessment should also include the relevant management information systems used in the Marine Corps and the quality of the data captured and maintained in those systems.
25. **Title:** Meteorological and Oceanographic (METOC) Support to the MAGTF
Sponsor: DC Aviation (ASL)
Objectives: To analyze a concept by which the primary METOC support functions and capabilities inherent to the Air Combat Element (ACE) are developed and available to all elements of the MAGTF.
26. **Title:** MCRD Disaster Plan
Sponsor: TECOM
Objectives: Determination as to how/where the recruits already evacuated or already in the entry level training continuum will be trained. Determination as to where the females recruit training would take place. Determination as to the conduct of follow-on training in the ELT continuum.

27. **Title:** Identification and Analysis of the Demographic and Manpower Trends

Sponsor: DC M&RA

Objectives: Develop a structured approach to manpower information needs, demographic influences, and manpower trends to effectively meet the strategy for Reserve force integration into the 21st Century. Identify critical success factors which favorably or unfavorably influence Reserve force recruiting and retention. Identify demographic factors which influence and shape prior service Marines attitude towards and participation in the Marine Corps Reserve.

28. **Title:** Expeditionary Airfield (EAF) in support of the Aviation Combat Element (ACE) of a Marine

Sponsor: DC Aviation (ASL)

Objectives: Validate the ACE requirement for six EAF and four bare-base airfields in support of MEF operations. Validate the requirement for EAF systems used in support of training sites within all four Marine Aircraft Wings. Validate the requirement for EAF systems including the Improved Fresnel Lens Optical Landing System (IFLOLS) in use to support daily aircraft operations at Marine Corps Air Stations and Facilities.

29. **Title:** Lifelong Learning Program Impact on Marine Corps Outcomes

Sponsor: DC M&RA

Objectives: The objectives of the study are as follows: (1) Determine whether participation in voluntary education programs is related to performance in terms of both evaluations and promotion in order to effect improvements in the scope and delivery of the Lifelong Learning Program. (2) Determine whether participation in voluntary education programs has a measurable effect on retention in order to effect improvements in the scope and delivery of the Lifelong Learning Program. If an education-retention relationship is identified, determine the implicit savings (or cost) in terms of the associated decrease (or increase) in recruiting and training costs. (3) Determine whether the Marine Corps delivery of Lifelong Learning components effectively meets demand and maximizes the identified benefits to the Marine Corps. Compare the analysis of the Lifelong Learning Program with the voluntary education programs offered by other military services as well as the civilian sector.

ENCLOSURE (1)

30. **Title:** Domestic Violence Within the Marine Corps

Sponsor: DC M&RA

Objective: The objectives of this study are three-fold: (1) Determine the effect of domestic violence within the Marine Corps on personal and unit readiness in order to better align the scope of current prevention and intervention programs. (2) Determine the common traits of abusers and victims in terms of demographics, military characteristics, personal/family situation, and recidivism in order to improve and properly target prevention and intervention strategies. (3) Determine the effect of current Marine Corps intervention strategies on the victims of domestic violence in terms of privacy, post-incident support, safety and command interaction in order to identify and effect policy/programs changes that facilitate early offender identification and consistent reporting of domestic violence.

ENCLOSURE (1)

FISCAL YEAR 2002 UNITED STATES MARINE CORPS CNA RESEARCH PLAN

Preface. This document provides the FY 02 United States Marine Corps portion of the Department of the Navy Center for Naval Analysis (CNA) research plan. The USMC CNA program is currently under review by CG MCCDC. This plan is subject to change pending the outcome of that review. While the primary focus of the review is the field program, there may be other implications to the scientific analysis program and its associated areas of expertise.

1. FY 02 CNA Field Representative Requirements. The purpose of a CNA field representative is to provide direct analytical support to the commander and present an opportunity for the CNA field representative to become familiar with USMC organizations, planning, operations, procedures, and terms. The current field representative billets are as follows:

- COMMARFORPAC
- COMMARFORLANT
- CG, I MEF
- CG, II MEF
- CG, III MEF
- CG, MCAGCC

2. FY 02 Focus Areas for Scientific Analysts. Scientific Analysts hosted by major commands and HQMC Deputy Commandants to maintain Marine Corps "core" focus areas of expertise. The Scientific Analyst is responsible for monitoring and identifying Navy/Naval study and analysis projects where leveraging by the Marine Corps would be advantageous and appropriate, while providing analytical support to the hosted command.

a. Logistics & Combat Service Support Area of Expertise. Analyses of plans, policies, and procedures in the areas of maintenance; supply, material readiness; infrastructure; transportation; and medical support for the Operating Forces (active and reserve) and the Supporting Establishment. *Hosted by DC Installation & Logistics.*

b. Manpower & Force Structure Area of Expertise. Analyses of plans, policies, and procedures in the areas of recruiting; manning; force structure; force management; and staffing. These analyses also address the relationship between compensation and manning, MOS structure, and attrition. *Hosted by DC Manpower & Reserve Affairs.*

ENCLOSURE (2)

c. Operations Area of Expertise. Analyses of plans, policies, and procedures in the areas of training; exercises; tactics, techniques and procedures; readiness; contingency operations, and joint/combined operations. *Hosted by DC Plan, Policies, and Operations.*

d. Programs and Resources Area of Expertise. Analyses of plans, policies, and procedures associated with Marine Corps programs, the POM process and resources. The focus also included, when appropriate, the conduct of analysis of alternatives for major programs. *Hosted by DC Programs and Resources.*

e. Naval Integration Area of Expertise. Analyses of plans, policies, and procedures in the areas of Marine Corps concepts, doctrine, requirements, science and innovation, and interoperability. This area of expertise is focused on the MAGTF and its ability to conduct operations as a component of the naval element of the joint task force of the 21st Century. *Hosted by CG MCCDC.*

f. Aviation Area of Expertise. This area of expertise is focused on Marine Aviation and operations. Analyses of plans, policies, and procedures in the area of Marine Corps Aviation. *Hosted by DC, Aviation.*

3. FY 01 Ongoing CNA Projects Continuing into FY 02. The following studies were started in FY 01 and will continue into FY 02 until completion. The studies are divided by focus areas.

Logistics. None.

Manpower and Force Structure

Manpower: Critical Performance Indicators

Sponsor: DC/S M&RA

Objective: Examine and evaluate existing manpower performance indicators as they relate to the overall effectiveness/readiness of the Marine Corps; identify and establish meaningful manpower performance indicators where measures of effectiveness fail to currently exist; establish historical indicator baselines; identify those critical performance indicators that collectively best position the Marine Corps for success; and make recommendations on the potential system(s) that will enable M&RA to best display/convey the information contained collectively within these performance indicators.

ENCLOSURE (2)

Operations

♦ **Roles and Responsibilities of the Marine Logistics Command (MLC) in the OPLAN 5027 Study**

Sponsor: MARFORPAC

Objective: Determine roles and responsibilities of the MLC in providing operational level logistics for the Marine component in the Korean theater.

♦ **Update to the Alternative 21st Century Basing Options for the Marine Corps in the Pacific**

Sponsor: COMMARFORPAC

Objective: Investigate alternative strategies for future USMC presence in the Pacific. The Marine Corps must soon develop a sound strategic plan for positioning and utilizing its forces in the Pacific. Over the upcoming years all our diplomatic, political, and military efforts must focus on achieving this plan. It will significantly impact the POM, MCP, JSCP, and Forces For Memorandum, and will dramatically influence our operations and deployments within the region. The political-military situation throughout Asia, and well as the on-going General Officers Futures Group, MARFORPAC Strategic Planning Initiative, and the upcoming QDR dictate that we develop a viable Pacific strategy.

Programs & Resources. None.

Naval Integration

♦ **Department of the Navy Integrated Amphibious Operations and USMC Air Support Requirements (DoN Lift II - Update)**

Sponsor: DC/S PP&O

Objective: To update the relevant Marine Corps portions of the DON Lift II study.

4. FY 02 Approved Studies

Logistics Area of Expertise

Title: Marine Corps Infrastructure

Sponsor: DC Installations and Logistics

ENCLOSURE (2)

Objective: This study is concerned with infrastructure defined as the physical plant aboard Marine Corps installations. Determine the degree to which existing Marine Corps infrastructure meets the operating forces mission requirements during the pre-deployment phase of an operation.

Title: NALMEB & Pre-Position Structure

Sponsor: DC PP&O

Objectives: Determine whether the NALMEB and MPF programs are appropriately organized to support operations and contingencies we are likely to face in the future.

Manpower and Force Structure Area of Expertise. None.

Operations Area of Expertise

Title: Impact of Encroachment on Training and Operational Readiness (#3)

Sponsor: DC Installations and Logistics (Lead) and DC PP&O

Objectives: Demonstrate the degree to which the loss of training and operational usage due to encroachment degrades Marine Corps readiness and mission capability. Develop recommendations to mitigate this degradation.

Programs & Resources Area of Expertise

Title: Analytic Support to the AAO Process (#5)

Sponsor: DC Installations & Logistics

Objectives: The study will provide Critical Information Requirements to decrease the financial and manpower burden of maintaining equipment in the Active Duty Marine Corps. This study would determine the feasibility of creating a T/A for unit equipment that may be significantly smaller than our actual wartime T/E. Additionally, this study will validate the current requirements of support to MEF is maintained at the Exercise Equipment Allowance Pool (EEAP) at MCAGTC Twenty-nine Palms and identify funding that is Service sponsored from HQMC.

Naval Integration Area of Expertise. None.

Aviation Area of Expertise. None.

ENCLOSURE (2)

5. FY 02 Approved Exercise Support

Priority	Exercise Name	Requestor
1	Exercise Support for MILLENNIUM CHALLENGE 02	CG II MEF
2	Joint Vision 2020 (JV2020) And Expeditionary Maneuver	CG MarForPac
3	FDP&E exercise series	CG II MEF
4	Exercise Support - Cobra Gold 02	CG III MEF
5	Exercise Ulchi Focus Lens	CG MarForPac
6	Exercise Support Request: MEFEX/UFL 02	CG I MEF
7	Exercise Support for DYNAMIC MIX 02 (DM-02)	CG II MEF

6. FY 02 Quick Response Study and AD HOC Support. To be determined. CG MCCDC will approve these studies and analyses as they emerge during FY 02.

STATEMENT OF WORK FORMAT

NO CONTRACT

GOVERNMENT ONLY

DRAFT STATEMENT OF WORK
For the
"...STUDY..."

Version:

Date:

1. Background. TWO OR THREE GOOD PARAGRAPHS. Describe it here... what led up to this study and where is it going (etc.).

2. Objective and Scope

2.1 Objective. Describe the study here... EXACTLY AND DETAILED AS TO WHAT YOU WANT TO ACCOMPLISH.

2.2 Scope. Describe it here... ALL the various facets of the task and what each task encompasses.

3. Assumptions and Major Factors for Consideration

3.1 Assumptions

3.1.1 The Marine Corps mission, as prescribed in the National Security Act of 1947 (amended), will not Change from FY 02 to FY 07 (Dates should be Inclusive of the period covered by the study).

3.1.2 The force programmed in the current Program Objectives Memorandum (POM) for FY 02-06 will be subject to change.

3.1.3 Threat forces will continue to modernize per the projections of our intelligence agencies.

3.1.4 An environment of stable defense budgets will likely continue for the foreseeable future.

ENCLOSURE (3)

3.1.5 The OPTEMPO the Marine Corps is currently experiencing will remain the same for the foreseeable future.

3.1.6 Add ANY other pertinent assumptions for your study.

3.2 Major Factors for Consideration. Things the performer should be aware of up front.

4. Methodology. The study performer shall determine the methodology for the study and shall describe this methodology in their Technical Proposal for approval by the Marine Corps' Study Sponsor and Study Advisory Committee.

5. Performance

5.1 General. The study shall be performed per the provisions of MCO 3902.1B.

5.2 Tasking. Provide a logical breakdown of the question or problem into constituent parts.

5.2.1 Task 1 - (Task Title, e.g., Literature Search)

The study performer shall...

5.2.2 Task 2 - (Task Title). The study performer shall...

5.2.3 Task 3 - (Task Title, etc.). The study performer shall...

5.3 Time of Performance. The study performer shall complete this study within [xx] months. The Draft Final Report shall be completed and delivered to the Contracting Officer's Representative (COR) no later than [xx] months after start. The performance schedule is contained in Section 6.

6. Deliverables. (Section 6 is written by the COR and is provided here for information.)

6.1 General. Deliverables shall be provided according to the following schedules. All reports shall be written unless otherwise stated.

6.2 Reports

6.2.1 Monthly Progress Reports. The support contractor shall submit monthly progress reports to keep the Project Leader and Integrated Product Team appraised of the study progress. Reports shall be delivered to Studies and Analysis Division (C 453), Marine Corps Combat Development Command, 3300 Russell Road, Quantico, VA 22134-5130 with a copy of the Contracting Officer by the 10th day of each month and shall cover the previous month. The initial report shall be submitted the month following the issuance of the delivery order. The number of copies required shall be specified in section 6 below. Each monthly progress report shall contain the following data in the format specified below:

FORMAT

1. Complete Title.
2. Executive Summary.
3. Delivery Order Number and Contract Number.
4. Progress Report:
 - a. Objectives.
 - b. Support Marine Corps Project Officer.
 - c. Contracting Officer's Representative.
 - d. Project Leader.
 - e. Principal performers
 - f. Work accomplished during the reporting period.
 - g. Work planned for the next 45 days.
 - h. Reports, briefings, and meetings conducted during the reporting period.
 - i. Problem areas and recommended solutions.
5. Delivery Order Schedule Status.
6. Financial Status Report.
 - a. Authorized delivery order funding authorization.
 - b. Percent of authorized funding expended.
 - c. Estimated cost to complete order.

ENCLOSURE (3)

- d. Direct labor dollars expended by labor category for current period and cumulative (Include fee),
 - e. Other direct cost expenditures (Include fee) (current period and cumulative).
 - (1) Other costs.
 - (2) Sub-contractor expenses (if applicable).
 - f. Total cost expended.
-

6.2.2 Interim Reports. Interim reports are provided at designated periods in the conduct of the study. The report shall be in the same format as required for the draft final report and shall, at a minimum, contain a summary of all documents or interviews used in research, initial findings, conclusions, and recommendations with appropriate backup data/information. The report shall logically lead to the development of the draft final and final reports. If the report is to be briefed at an In Progress Review (IPR), the report shall be delivered to the COR a minimum of ten working days prior to the IPR. **The government will require 15) days for review.**

6.2.3 In Progress Reviews (IPRs). IPRs are briefings that cover the results of study performer efforts on specific tasks, phases, or reports. These briefings shall be made by the study performer to the Study Sponsor and Study Advisory Committee (SAC) and shall include view graphs, slides, and/or charts. The proposed agenda for the IPR shall be delivered to the COR five working days prior to the IPR.

6.2.4 Draft Final Report. The draft final report shall be submitted as designated, shall fulfill the same requirements as for interim reports and shall lead to the logical development of the final report. **The government will require (30) days for review.**

6.2.5 Final Report. The Final Report shall be submitted within 30 days after receipt of Marine Corps comments on the draft final report. The final report shall include appropriate electronic media containing the final report in Microsoft Office 97 or 2000.

6.3 Reports and Demonstrations

<u>End Product/Description</u>	<u>Quantity</u>	<u>Delivery Date</u>
Monthly Progress Report	1 electronic copy 3 paper copies	10 th day of each month
In-Progress Review (IRP Agenda	1 electronic copy	Five days prior to IPR
Interim Report #1 (Tasks X & X)	1 electronic copy 3 paper copies	XX months after start
IRP #1	Report on Tasks X & X	Two weeks after delivery of IPR
Interim Report #2 (Task X)	1 electronic copy 3 paper copies	XX months after start
IPR #2	Report on task X	Two weeks after delivery of IPR
Interim Report #3 (Tasks X & X)	1 electronic copy 3 paper copies	XX months after start
IPR #3	Report on tasks X & X	Two weeks after delivery of IPR
Draft Final Report (Tasks X & X	1 electronic copy 3 paper copies	XX months after start
IPR #4	Report on all tasks and draft final report	Two weeks after delivery of IPR
Final Report	1 electronic copy 3 paper copies	30 days after receipt of USMC written comments on the Draft Final Report

7. Guidance

7.1 General Instructions. Include here any necessary detailed instructions required for clarification and/or guidance.

Specific Instructions. Any analytical models, or data bases used for this study will be identified prior to commencement and must be provided to the Marine Corps as part of the deliverables. It is not anticipated that automated models will be developed to support this study, but if such modeling is required it will be explained in detail prior to commencement. The government will be provided with unlimited rights to such material. Proprietary models will not be used without the specific, written approval of the Marine Corps

7.2 Specific Instructions

- 7.2.1 Any analytical techniques, automated models, or data bases used for this study will be identified at IPR 1, and must be provided to the Marine Corps as part of the deliverables. It is not anticipated that automated models will be developed to support this study, but if such modeling is required it will be explained in detail prior to commencement. The government will be provided with unlimited rights to such material. Proprietary models will not be used without the Specific, written approval of the Marine Corps.
- 7.2.2 Microsoft Office 97 or 2000, Professional Edition products are approved for use in completing this study. Exceptions to these products must be fully justified and approved by the Study Sponsor. Charts, maps and graphics shall be incorporated in the Word files.
- 7.2.3 Any assumptions required in addition to those listed above must be specifically approved by the Marine Corps and shall be clearly identified in each of the Reports
- 7.2.4 Supporting rationale must be provided for all findings.

- 7.2.5 All reports shall be UNCLASSIFIED. Should there be a requirement for the inclusion of classified information, it shall be provided as a separate appendix, under separate cover.
- 7.2.6 The draft final shall include an annotated, stand-alone brief package suitable for use with Flag Officers. The brief package shall include background, methodology, major findings, courses of action and recommendations for the study.
- 7.2.7 The draft final shall include a one page abstract which provides the major points and conclusions of the study.
- 7.2.8 The final draft shall include an executive summary which includes background, methodology, major findings, courses of action and recommendations for the study.

8. References/Materials

- 8.1 Reference. The following documents/material shall be obtained by the study performer during the literature search/data collection portion of this study effort:

- 8.1.1 *List them...*

- 8.2 Government Furnished Materials. The following documents/material shall be provided as government furnished material by the Study Sponsor upon initiation of this study effort:

- 8.2.1 *List them... (As appropriate)*

9. Coordinating Instructions

- 9.1 Study Sponsor. (Command, Department or Division or Activity)

Study Sponsor's Action Officer:
Name/Office Code
phone #:

ENCLOSURE (3)

9.2 Study Advisory Committee

9.2.1 Study Project Officer:

9.2.2 Technical Study Project Officer (TSPO): (Assigned from Analysis Branch (C 451), S&A Division, MCCDC)

9.2.3 Contracting Officer's Representative: (Assigned from MCSS Management Branch (C 453), S&A Division, MCCDC)

9.2.4 Study Advisory Committee Membership:

HQMC:

DC AVN
DC I&L
DC P&R
DC M&RA
DC PP&O
Dir C4
Dir I
USMC Intel Activity

MCCDC:

WDID	(C 39)
Warfighting Requirements	(C 41)
Doctrine Division	(C 42)
Equipment Requirements	(C 44)
Total Force Structure	(C 53)
Training & Education Command	(C 46)
USMC Warfighting Lab	(C 52)

MARCORSYSCOM:

- Program Analysis and Evaluation (PA&E) Directorate
- Command, Control, Communication, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) Directorate
- Program Manager, Intelligence Systems (PM Intel)
- Program Support (PS) Directorate

Marine Forces:

- MarForPac: Attn: G-???
- MarForLant: Attn: G-???

ENCLOSURE (3)

- 9.3 Security Classification Guidance. It is anticipated that all reports will be unclassified. However, should classification become necessary, it will not be higher than secret.

ENCLOSURE (3)